European Commission
TEMPUS

EACEA
Education, Audiovisual & Culture Executive Agency

Tempus IV

Reform of Higher Education through International University Cooperation

THIRD CALL APPLICATION GUIDELINES

EACEA N° 28/2009

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1. INTRODUCTION

1.1. Background

The Commission considers higher education as an important priority for its co-operation activities with the neighbouring countries and the countries within its wider vicinity. The Tempus programme, which is the longest-standing EU programme in this sector and which has a strong focus on institutional co-operation, is being continued for a new phase from 2007 to 2013. Since its inception in 1990, university cooperation under the Tempus programme has contributed successfully to institution building in higher education in the partner countries and to sustainable university partnerships as well as to enhancing mutual understanding between academic worlds of the European Union and the partner countries.

The present call for proposals is funded through the following financial instruments of the European Union:

- Instrument for Pre-accession Assistance[1] (for proposals involving Tempus partner countries in the Western Balkans; see 5.2 Eligible countries);
- European Neighbourhood and Partnership Instrument[2] (for proposals involving Tempus partner countries in the Southern and Eastern neighbouring area; see 5.2 Eligible countries);
- Development Cooperation Instrument[3] (for proposals involving Tempus partner countries in Central Asia; see 5.2 Eligible countries).

Lessons learnt from the previous phases as well as national and regional priorities have been taken into consideration for the design of the new programme and specifically, this Call.

Higher education institutions are key players in the successful transition to a knowledge-based economy and society. They are pools of expertise and centres for the development of human resources. Higher education institutions are important factors of growth and competitiveness, and play a crucial role in the reform agenda of both EU Member States and the partner countries. The modernisation of higher education has been acknowledged as a core condition for the success of the Lisbon Strategy which the European Union launched in March 2000 and which aims at restructuring the economic and social systems within the EU. The EU modernisation agenda for higher education is clearly set out in the European Commission's communications "Mobilising the brainpower of Europe: enabling higher education institutions to make their full contribution to the Lisbon Strategy"[4] and Delivering on the modernisation agenda for universities: Education, research and innovation"[5].

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[1] Council Regulation (EC) No 1085/2006 establishing an Instrument for Pre-accession Assistance, 17 July 2006.

[2] Regulation (EC) No 1638/2006 of the European Parliament and of the Council laying down general provisions establishing a European Neighbourhood and Partnership Instrument, 24 October 2006.

[3] Regulation (EC) No 1905/2006 of the European Parliament and of the Council establishing a Financing Instrument for Development Cooperation, 18 December 2006. http://eur-lex.europa.eu/lex/LexUriServ/LexUriServ.do?uri=OJ:L:2006:378:0041:0071:EN:PDF

[4] Communication from the Commission to the Council and the European Parliament, Brussels, 20.4.2005, COM (2005) 152 final. http://www.parliament.gov.mt/information/Papers/3586(B).pdf

[5] Communication from the Commission, Brussels, 10.5.2006, COM (2006) 208 final http://ec.europa.eu/education/policies/2010/doc/comuniv2006_en.pdf

At the same time, more and more of the partner countries have signed the Bologna Declaration and all have expressed interest in the harmonisation of their higher education systems inspired by the developments made in this respect within Europe. The Tempus programme has assisted partner countries in reforming their higher education systems in line with the principles of the Bologna process which aims at creating a European Area for Higher Education through a common new degree system, a European dimension to quality assurance and the recognition of degrees and study periods abroad. The Bologna process that the European Commission actively supports, and that is complementary to the European Union modernisation agenda, is a common reference point for both EU Member States and partner countries.

The Tempus programme promotes institutional cooperation and focuses on the reform and modernisation of higher education systems in the partner countries. Tempus is implemented in close coordination with the Erasmus Mundus programme which provides scholarships to third country students allowing them to participate in top-level master courses inside the EU. The Tempus programme complements notably the "Erasmus Mundus - Action 2" which has been created to facilitate large-scale mobility flows between the EU and countries in its closer and wider vicinity. Therefore, Tempus will only support small-scale and short-term mobility that contributes directly to the achievement of the programme's objectives.

Different independent evaluations and studies have been carried out during the second and third phase of the Tempus programme (1994-2000 and 2000-2006 respectively). These reports confirmed the relevance of the programme to support higher education reform and development as well as the validity of its intervention rationale and management approaches. All evaluation reports and published studies can be consulted at the following website:http://eacea.ec.europa.eu/tempus/tools/publications_en.php

1.2. Management

The proposals for Joint Projects and Structural Measures will be received and assessed by the Education, Audiovisual and Culture Executive Agency (EACEA), which is responsible for the management of the programme acting under powers delegated by the Commission: http://eacea.ec.europa.eu/index_en.php

2. OBJECTIVES, THEMES & PRIORITIES

2.1. Objectives

2.1.1. Overall objective

The overall objective of the programme is to contribute to an area of cooperation in the field of higher education involving the European Union and partner countries in the surrounding geographic area and Central Asia. In particular, the programme will help promote voluntary convergence with EU developments in the field of higher education deriving from the Lisbon agenda and the Bologna process.

2.1.2. Specific objectives

The specific objectives of the Tempus programme are as follows:

- To promote the reform and modernisation of higher education in the partner countries;
- To enhance the quality and relevance of higher education in the partner countries;
- To build up the capacity of higher education institutions in the partner countries and the EU, in particular their capacity for international cooperation and for a permanent modernisation process, and to assist them in opening themselves up to society at large, the world of work and the wider world in order;
  - to overcome the fragmentation of higher education between countries and between institutions in the same country;
  - to enhance inter-disciplinarity and trans-disciplinarity;
  - to enhance the employability of university graduates;
  - to make the European Higher Education Area more visible and attractive in the world;
- To foster the reciprocal development of human resources;
- To enhance networking among higher education institutions and research institutions both in the partner and EU countries;
- To enhance mutual understanding between peoples and cultures of the EU and partner countries.

With regards to the Western Balkans, the Tempus programme will contribute to preparing the pre-accession countries for their participation in the Lifelong Learning Programme[6].

2.2. Programme themes

As stated above, Tempus IV will be an instrument to promote convergence with EU developments in higher education. Themes under Tempus are therefore structured around the main components of the EU's higher education modernisation agenda.

The themes for cooperation are structured in the following three building blocks:

Curricular Reform

- Modernisation of curricula in academic disciplines identified as priorities by the partner countries, using the European Credit Transfer System (ECTS), the three cycle system and the recognition of degrees

[6] http://ec.europa.eu/education/programmes/llp/index_en.html

Governance Reform

- University management and services for students
- Introduction of quality assurance
- Institutional and financial autonomy and accountability
- Equal and transparent access to higher education
- Development of international relations

Higher Education and Society

- Training of non-university teachers
- Development of partnerships with enterprises
- Knowledge triangle education-research-innovation
- Training courses for public services (ministries, regional/local authorities)
- Development of lifelong learning in society at large
- Qualifications frameworks

2.3. National priorities

The themes from the above building blocks selected by a Tempus partner country, will become the national priorities for that partner country (see Annex 7 & 8).

The national priorities were established in close consultation between the Commission Delegations and Ministries of Higher Education in the partner countries. National priorities are set for both types of eligible activities, Joint Projects and Structural Measures, as identified under point 5.3. The national priorities of the partner country concerned will need to be adhered to in national projects (i.e. projects involving institutions from only one partner country).

2.4. Regional priorities

The themes selected in Annex 9 & 10 of this Call identify the regional priorities for the partner countries within the relevant geographical zones (see table in section 4.1).

The regional priorities are based on the EU's policy for cooperation with the partner countries' regions as identified in its strategic documents concerning the neighbouring countries[7], those for pre-accession to the EU[8] and those in Central Asia[9]. Regional

[7] Regulation (EC) No 1638/2006 of the European Parliament and of the Council of 24 October 2006 laying down general provisions establishing a European Neighbourhood and Partnership Instrument; http://ec.europa.eu/world/enp/pdf/oj_l310_en.pdf
European Neighbourhood and Partnership Instrument, ENPI Inter-regional Programme, Strategy Paper 2007-2013 and Indicative Programme 2007-2010; http://ec.europa.eu/world/enp/pdf/country/enpi_interregional_en.pdf

[8] Council Regulation (EC) No 1085/2006 of 17 July 2006 establishing an Instrument for Pre-Accession Assistance (IPA); http://eur-lex.europa.eu/LexUriServ/site/en/oj/2006/l_210/l_21020060731en00820093.pdf
Instrument for Pre-accession Assistance (IPA), Multi-annual Indicative Planning Document (MIPD), 2008-2010, Multi-beneficiary; MIPD (2008-2010), reference C(2008) 3585 of 17 July 2008 http://www.cc.cec/sg_vista/cgi-bin/repository/getdoc/COMM_NATIVE_C_2008_3585_1_EN_ANNEXE.doc

[9] The EU and Central Asia: Strategy for a New Partnership; The Council of the EU, 31 May 2007, 10113/07 http://www.consilium.europa.eu/uedocs/cms_data/librairie/PDF/EU_CtrlAsia_EN-RU.pdf

priorities are established for both types of eligible activities, Joint Projects and Structural Measures.

Multi-country projects, that is, projects involving institutions from at least two partner countries in the consortium, must respect the regional priorities and/or national priorities of the participating partner countries involved. That is, the theme of the project must be listed as regional priority for each of the participating partner countries in the same region, as indicated in Annexes 9 and 10, or the theme of the project must be listed as a national priority for each of the participating partner countries, as indicated in Annexes 7 and 8 of this Call.

Cross regional cooperation (between regions) is possible in multi-country projects provided that the theme of the proposal is listed as a regional priority or national priority for all the partner countries concerned.

3. TIMETABLE

3.1. Deadlines

The application forms must be submitted electronically using the on-line application form (eForm), by the following deadline:

9th of March 2010, at 12:00 (midday) Central European Winter Time (Brussels time)

Please read carefully section 14 of this call for proposals concerning the procedures for submitting applications.

Maximum project duration

The maximum project duration is **36 months** for the two available project types: Joint Projects and Structural Measures.

No applications will be accepted for projects scheduled to run for a longer period than that specified in this call for proposals.

As a general rule, no extensions to the eligibility period beyond the maximum duration will be granted.

However, if after the signing of the agreement and the start of the project it becomes impossible for the co-ordinator, for fully justified reasons beyond his control, to complete the project within the scheduled period, an extension to the eligibility period may be exceptionally granted.

Extensions of the eligibility period will only be granted once. A maximum extension of 12 additional months for both project types, Joint Projects and Structural Measures, may be granted, if requested before the deadline specified in the grant agreement. The maximum project duration will then be 48 months for both project types, Joint Projects and Structural Measures.

3.2. Notification of results of the selection procedure – Reception of grant agreement

All applicants will be informed in writing of the results of the selection process.

The intention is to inform succesful and unsuccesful applicants on the results no later than the end of July 2010. Detailed feedback and recommendations regarding the proposals will be sent to all applicants.

It is planned that selected applicants will receive their agreements for signature in September 2010.

Activities of the selected projects are expected to start by 15 October 2010.

Costs incurred prior to the start of the eligibility period as laid down in the grant agreement will not be considered.[10]

4. BUDGET AVAILABLE

4.1. Regional Budget Allocation

The total indicative budget earmarked for the co-financing of projects under this Call for Proposal amounts to €53.8 million. It is planned that a minimum of 40% of the EC funds allocated to the present call for proposals will be used for Joint Projects and a minimum of 30% for Structural Measures.

The regional breakdown is provided in the table below.

REGION	Partner Countries

- **at least** <u>three</u> higher education institutions, each from a different EU Member State.

5.1.3.2. STRUCTURAL MEASURES (SM)

<u>Structural Measures projects aim to improve the higher education system as a whole</u> in one or more partner countries. That is, the project objectives can target for example national laws, organisation, coordination, accreditation, evaluation, policy etc at a national level.

The same conditions for eligible partnerships as stipulated above in 5.1.3.1 apply to Structural Measures **with an additional condition**:

- The Ministry/ies of (Higher) Education in the partner country/ies must be involved as **partner/s/co-beneficiary/ies** in a Structural Measures project. Nevertheless, Ministries and other public administrations such as national, regional and local administrations, or governmental organisations participating in Tempus projects may not receive funding from the grant except for per diems and travel costs.

- Partnerships for Structural Measures which do not include the participation of the Ministry/ies of (Higher) Education, are not eligible. The participation and involvement of the Ministries in the project should be demonstrated by the allocation of concrete tasks and responsibilities that contribute towards attaining the project objectives.

5.1.4. Ineligible Institutions

- Legal entities which have managed a Tempus project in the past two years which **has been terminated** by the Commission/Agency **for non-compliance** with the contractual rules and requirements may **not** apply for a grant.

- **Natural** persons may **not** apply for a grant.

- Partners for whom a mandate has not been submitted are not eligible for participation.

- Partners for whom the mandate does not fulfil the formal requirements of the model mandate are not eligible for participation. Please note that an ineligible partner may turn the whole partnership ineligible.

5.2. <u>Eligible countries</u>

There are four groups of eligible countries:

- 27 Member States of the European Union;
- 5 countries of the Western Balkans region, as well as Kosovo;
- 17 countries in the Southern and Eastern neighbouring area of the European Union and the Russian Federation;
- 5 Central Asian countries.

Applications from legal entities and partners established in one of the following countries are eligible:

European Union (legal entities from these countries are eligible as partners **and** applicants)	Partner countries (legal entities from these countries are eligible as partners **and** applicants)	Partner countries (legal entities from these countries are eligible as partners **and** applicants)
Austria Belgium Bulgaria Czech Republic Cyprus Denmark Estonia Finland France Germany Greece Hungary Ireland Italy Latvia Lithuania Luxembourg Malta Netherlands Poland Portugal Romania Slovakia Slovenia Spain Sweden United Kingdom	***Western Balkans***	***Southern Neighbouring area***
	Albania Bosnia and Herzegovina the former Yugoslav Republic of Macedonia[16] Montenegro Serbia, as well as Kosovo under UNSC Resolution 1244/99	Algeria Egypt Israel Jordan Lebanon Morocco Syria occupied Palestinian territory Tunisia
		Eastern Neighbouring area
		Armenia Azerbaijan Belarus Georgia Moldova Russia Ukraine
		Central Asia
		Kazakhstan Kyrgyzstan Tajikistan Turkmenistan Uzbekistan

Legal entities from the following six countries may participate in Tempus projects as partners, but **only on a self-financing** basis:

- **Turkey**;
- The EFTA countries **Iceland, Liechtenstein, Norway and Switzerland**.
- **Croatia**

Countries that are not listed above are not eligible.

5.3. Eligible activities

The activities and outcomes described in the proposal must be geared to benefit the partner countries, their higher education institutions and systems. The role of Member State

[16] Provisional code which does not prejudge in any way the definitive nomenclature for this country, which will be agreed following the conclusion of negotiations taking place on this subject at the United Nations.

institutions is to contribute towards achieving these objectives; the needs of EU institutions themselves should not therefore feature in the project's design.

Two activity types are eligible for a Tempus grant.

5.3.1. JOINT PROJECTS (JP)

Joint Projects are based on multilateral partnerships primarily between higher education institutions in the EU and the Tempus partner countries. They can also involve non-academic partners to strengthen the links with society. Joint Projects aim at transferring knowledge between EU higher education institutions and institutions in the partner countries and between partner country institutions to modernise university curricula and governance. Joint projects should demonstrate that they build upon the results of previous Tempus projects and that where applicable, with work undertaken in the framework of the EU's internal programmes (notably the thematic networks under the Erasmus and the Lifelong Learning programmes). For information about previous Tempus projects conducted in the partner country(ies) the applicant should consult the Tempus website and the relevant National Tempus Office, contacts of whom are also listed on the Tempus website: http://eacea.ec.europa.eu/tempus/index_en.php

Joint Projects are implemented **at institutional level** and can pursue the following objectives:

5.3.1.1. Curricular reform

- to adapt, modernise and restructure existing curricula; to develop, test, establish/accredit new curricula and to disseminate the results. Curricular reform shall focus on content, structure, teaching methods and the use of new teaching materials with regard to the European modernisation agenda for higher education (Lisbon strategy, Bologna process);

- To develop and establish study programmes with a double or multiple degree[17] or a joint degree[18];

- To establish recognition arrangements between higher education institutions in the EU and in the partner countries;

- Newly developed courses must be structured according to the three cycle system and using the European Credit Transfer System (ECTS) and degree recognition.

Curriculum reform projects should include teacher training and address related issues such as quality assurance and employability of graduates through links to the labour market.

The teaching of new or updated courses has to start during the life time of the project with an adequate number of students and retrained teachers, and has to take place during at least one third of the project duration.

[17] "Double or multiple degree" means two or more national diplomas issued by two or more higher education institutions and recognised officially in the countries where the degree-awarding institutions are located

[18] "Joint degree" means a single diploma issued by at least two of the higher education institutions offering an integrated programme and recognised officially in the countries where the degree-awarding institutions are located

Training during curriculum reform can also include administrative personnel such as library staff, laboratory staff and IT staff.

5.3.1.2. Governance reform

- To modernise the capacity, management and governance of higher education institutions and/or of their related organisations (for example university students' organisations);

- To promote a quality assurance culture with a view to developing criteria and methodologies which are comparable between higher education institutions; quality assurance projects should not focus on an academic discipline;

5.3.1.3. Higher education and society

- To strengthen the role of higher education institutions in society at large; to draw on their academic knowledge and their experience as education specialists to enhance their contribution to the development of lifelong learning;

- To address the "knowledge triangle" of education, research and innovation at university level;

- To encourage links between higher education institutions and the labour market, including the promotion of entrepreneurship and the creation or support of business start-ups.

For all the project types described above training can involve teaching and support staff, technicians as well as university administrators and managers.

Every proposal has to demonstrate how the project results would be disseminated in the relevant target groups.

Tempus as an institutional cooperation programme is **not** about wide access to mobility for students. Joint Projects can only include **small-scale** and **short-term** mobility for students, university staff and officials of the partner legal entities **provided** the mobility supports the achievement of the project objectives.

Study periods of students at member institutions of the multilateral partnership must be academically recognised and credited by the home institutions.

Projects may provide mobility also in the form of internships or training at a partner or at a legal entity which does not belong to the partnership.

5.3.2. STRUCTURAL MEASURES (SM)

Structural Measure projects should be designed to support the structural reform of higher education **systems** and strategic framework development **at the national level** based on the priorities that the competent authorities of partner countries have identified.

Structural Measures must seek to contribute to the following:

- the development and reform of the national higher education structures and systems in partner countries This includes the establishment of representative bodies, organisations or associations;

- to enhance the quality, relevance of higher education structures and systems in partner countries, and to increase their convergence with EU developments. This may include the establishment of bodies, mechanisms or agencies for quality assurance; teacher, programme or institution assessment; accreditation, policy, etc.;

- to provide support to networks of higher education institutions or to national or ministerial working groups on higher education reform. This may include studies and other stock-taking exercises, commissions on developing roadmaps for reforms, preparing draft text for new regulations, staff development programmes, etc.

Depending on the regional and national priorities, Structural Measures can address the following issues, which are also on the EU modernisation agenda for higher education:

5.3.2.1. Governance reform

For example

- national certification and qualification systems;

- student admission, student services and participation;

- licensing and accreditation;

- develop national standards for quality assurance taking into account the quality references and guidelines developed at the ministerial conference in Bergen in May 2005 (Bologna process);

- legal issues concerning the autonomy, accountability and financing of the higher education system.

5.3.2.2. Higher education and society

For example

- the links between the general higher education system and the advanced vocational education and training system with the world of work;

- national actions to develop and support the knowledge triangle of education, research and innovation;

- capacity-building in the public administration for the development of reform policies and legislation in higher education.

The eligible activities may include:

- surveys and studies on specific reform issues (including the publication and dissemination of results);

- policy and expert advice;

- organisation of conferences, seminars, workshops, round tables (which should result in operational conclusions and recommendations);

- staff training on policy issues (which may include the production of training manuals and guidelines);
- awareness raising campaigns.

Structural Measures can only include **small-scale** and **short-term** mobility for students, staff or officials of the partner organisations and institutions **provided** the mobility supports the achievement of the project objectives.

Projects may provide mobility also in the form of internships or training at a partner institution or at a legal entity which does not belong to the partnership.

Proposals for Structural Measures which mainly aim at an impact at institutional level **without demonstrating that the project will have a nation-wide impact will not be selected.**

5.4. Eligible proposals

Only proposals submitted using the official on-line application form, completed in full, and received by the specified deadline, will be considered.

Applications will be checked whether they comply with the eligibility criteria set out in chapter 5 and all the other conditions set out in chapter 14. Only applications that fulfil all the eligibility criteria will be considered for a grant. If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant.

Applicants must submit a budget that is balanced in terms of expenditure and revenue. That is the expenditure for the project must be equal to the income (funds available from the Tempus grant and its own co-financing). The project's budget must comply with the ceiling for **Community cofinancing**, which is set at **90% of the total eligible costs** of the project. This means that **applicants** must provide a co-financing of **at least 10% of the total eligible costs** of the project.

Proposals for **national projects** (i.e. projects where there is only one partner country involved) which **do not address** the Tempus **national priorities** of that partner country are ineligible (see Annexes 6 & 7).

Proposals for **multi-country projects** which **do not have as a theme either** a Tempus regional priority, or a common national priority of all the partner countries involved, are ineligible.

Proposals with an **exclusive focus on research** are ineligible.

Proposals which are obviously **"copied",** i.e. have more or less identical objectives and activities, and which include different partners and involve an/other partner country/ies, or that reproduce parts of other applications, are ineligible.

6. EXCLUSION CRITERIA

Applicants must state that they are not in any of the situations described in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation applicable to the general budget of the European Communities (Council Regulation (EC, Euratom) No 1605/2002 as amended) and set out below.

Applicants will be excluded from participating in the call for proposals if they are in any of the following situations:

a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
f) they are subject to an administrative penalty referred to In Article 96(1) of the Financial Regulation (Council Regulation 1605/2002 of 25/06/02, as amended).

Applicants will not be granted financial assistance if, on the date of the grant award procedure, they:

(a) are subject to a conflict of interests;
(b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant award procedure, or fail to supply this information.
(c) find themselves in one of the situations of exclusion, referred to in art 93(1) of the Financial Regulation, for this grant award procedure;

and they are subject to the penalty consisting in the exclusion from contracts and grants financed by the budget for a maximum period of ten years.

In accordance with Articles from 93 to 96 of the Financial Regulation, administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a previous contract award procedure.

To comply with these provisions, applicants must sign a declaration on their honour certifying that they are not in any of the situations referred to in Articles 93 and 94 of the Financial Regulation.[19]

7. SELECTION CRITERIA

Applicant must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding. They must have the professional competencies and qualifications required to complete the proposed action or work programme.[20]

Applicants must submit a declaration on their honour, completed and signed, attesting to their status as a legal person and to their financial and operational capacity to complete the proposed activities.[21]

7.1. Operational capacity

In order to permit an assessment of their operational capacity, applicants are asked in the application form to list projects undertaken during the last 3 years in the relevant field by the applicant and by the partners. Also, in the application form, the key staff involved in the project must be identified and their relevant skills and professional experience described.

The Agency will seek the opinion of its Delegations and the National Tempus Offices in partner countries regarding the operational capacity of the partners.

7.2. Financial capacity

In order to permit an assessment of their financial capacity, organisations (other than public bodies and international organisation cited above) must submit, together with their applications:

- the profit and loss accounts of the applicant organisation, together with the balance sheet for the last three financial years for which the accounts have been closed;

- the bank details form completed by the applicant and certified by the bank (original signatures required);[22]

NB: If, on the basis of the documents submitted, the Agency considers that adequate financial capacity has not been proven or is not satisfactory, it may:

- reject the application

[19] Article114 FR; Article174 IR. The Authorising Officer may however refrain from requiring such certification for very low valued grants (lower than or equal to 5 000 EUR). The Authorising Officer may, depending on his risk analysis, request the evidence referred to in art 134 IR

[20] Article 115(1) FR; Article 176 IR.

[21] Article 173(2) IR. The declaration on honour is sufficient for grants up to 25.000 EUR.
For grants exceeding 25.000 EUR, on the basis of his risk assessment, the authorising officer responsible shall indicate in points 7.1 and 7.2 any supporting document to be requested.

[22] See footnote 14.

- ask for further information
- require a finanacial guarantee (see 10.3)
- offer a grant agreement without prefinancing and make a first payment only on the basis of expenses already incurred.

The verification of financial capacity shall not apply to public bodies or to international organisations.

For the purpose of this call for proposals, the following bodies shall be considered to have the necessary financial, professional and administrative capacity and the necessary financial stability: higher education institutions recognised as such by participating countries, as well as institutions or organisations in the higher education sector which have received over 50 % of their annual revenues from public sources over the last two years, or which are controlled by public bodies or their representatives. These applicants are nevertheless required to sign a declaration of honour stating that they comply with the conditions mentioned above. The Agency reserves the right to request documentation to prove evidence of public funding.

7.3. Audit

Grant applications must be accompanied by an external audit report produced by an approved auditor. This report shall certify the accounts for the last year available and give an assessment of the financial viability of the applicant.

This obligation **does not apply** to public bodies, secondary or higher education establishments, international organisations under public law.

8. AWARD CRITERIA

All eligible applications will undergo assessments by external independent experts according to the criteria listed below. Any attempt by an applicant or any of the project partners to contact, whether directly or indirectly, an individual expert during the selection process will lead to disqualification of their application.

The evaluation is the same for proposals of both project types, Joint Projects and Structural Measures.

The maximum rating for each category is indicated in brackets on the right. The maximum total points that a proposal may obtain is 100. Proposals which do not receive 50 points will not be considered for funding.

Relevance (25 points)

Applications need to clearly state the project objectives, their relevance to the higher education reforms (EU modernisation agenda, Bologna process) in the institution or system of the partner country and demonstrate the project's impact on these reforms.

Joint Projects: Applications will be assessed on how they demonstrate that they fit into the development strategies of the partners countries involved and have an impact on the participating institutions in the partner countries.

Structural Measures: Applications will be assessed on how they demonstrate that they will have an impact on the structure of the higher education system at the national level.

Priority will be given to applications that involve a representative number of higher education institutions from a partner country; for the purpose of this call "representative" is meant in terms of geographical coverage (inclusion of peripheral as well as higher education institutions in large cities), the appropriate number of higher education institutions (e.g. those dealing/teaching the subject of proposal), as well as the capacity and reputation of the involved higher education institutions/networks, especially from the Member States.

Priority will be given to applications that involve, where appropriate, non-academic members in the partner countries such as enterprises, Chambers of Commerce, research centres, Ministries of Education as well as local and regional authorities;

Quality of the Partnership (20 points)

Proposals should demonstrate that:

- The partnership includes all the skills, recognised expertise and competences required to carry out all aspects of the work programme (both technical expertise and experience in project management);
- There is a suitable distribution of tasks across the partners in consistency with the required expertise and balanced involvement of partners in the activities to be carried out;
- Effective measures have been planned to ensure efficient communication and cooperation;
- The applicant and partners have sufficient staff, equipment and other resources to handle and manage the project and its budget.

Priority will be given to applications that clearly demonstrate a strong institutional and individual capacity building process benefiting partner country/ies institutions.

Methodology (25 points)

Applications need to present their project explaining not only what they will do but also how they will do it. The project should have feasible objectives, clearly defined and quantified target groups, a plan for quality assurance, including benchmarks and indicators for measuring progress, and involve all the relevant stakeholders. The proposals will be assessed on the following criteria (among others):

- Appropriateness of project outcomes and related activities in consistency with the project aim and specific objectives;
- Demonstrated logical and sound planning capacity (Logical framework matrix and work plan);
- Anticipated quality control, monitoring and management of the project (indicators and benchmarks).

Priority will be given to applications that clearly show a balanced allocation of

responsibilities among all partners including a substantial role to the partners in the partner country/ies.

Priority will be given to applications that can demonstrate that they involve students or their organisations throughout the project cycle.

It will be considered an added value if proposals involve women and/or their interests.

Sustainability (15 points)

This is an important element in proposals as it is directly linked with the lasting impact of the project on the institutions, target groups and/or higher education system. Some of the questions that need to be answered are:

- Extent to which the planned dissemination and exploitation activities will ensure optimal use of the results during and beyond the lifetime of the project;
- Proposal's potential to have a tangible impact and multiplier effects;
- Steps taken to ensure that the expected results of this project will be sustainable in the long term (financially, institutionally, at policy level).

Priority will be given to applications that clearly indicate how the relevant activities will be pursued and outputs will be maintained or developed after the end of Tempus funding (for example, financing of new courses and teaching staff, accreditation by national authorities, up-dating/modernisation of the introduced tools, application of the introduced legislation etc.).

Budget and Cost Effectiveness (15 points)

The application should demonstrate that the proposed activities will be implemented, and the proposed results and objectives will be achieved, in the most economical way. This includes:

- Planning a reasonable amount of staff costs for each activity;
- Equipment purchase limited to what is necessary for the implementation of the project objectives and estimating reasonable prices;
- Respecting the daily salary scales provided in Annex 1 and using the type of task as an indicator of the daily rate, not the status of the individual carrying out the work;
- Efficient use of mobility periods – making best use of time abroad for maximum benefit.
- Feasibility of the action with the defined budget.

Inflated budgets will be marked severely.

The financial examination of the estimated budget may lead the Agency to reduce the budget of the proposed action to ensure compliance to the parameters and guidelines set out in this Call (correcting for mistakes, eliminating ineligible expenses, etc).

9. AWARD PROCEDURE

From the proposals that passed the external assessment and that obtained the highest scores, and according to the budget allocations for each region, an interservice selection committee will short-list the projects on which the Ministries of Education, EC Delegations and National Tempus Offices in the partner countries will be consulted. Proposals on which an EC Delegation expresses a substantiated negative opinion **will not** be funded.

The committee will draw up a list of projects recommended for funding taking into consideration not only the results of the evaluation and of the consultation but also the geographical balance between the partner countries, the involved applicant/partner institutions, and the budgetary constraints. The Agency will take the final decision on which projects it will fund.

A maximum of three project proposals per applicant institution/organisation will be recommended for funding.

Annex 5 summarises the evaluation and award procedure.

Among the proposals which pass the evaluation (see section 8), priority will be given to:

- ☑ Structural Measures projects
- ☑ Multi-country projects targeting more than one partner country and addressing the regional priorities of all the partner countries involved.
- ☑ Projects actively involving students, women, enterprises, social partners, research institutions, Ministries of Education, NGOs and other non-academic organisations where relevant

Proposals which are similar to projects already conducted (past or on-going) in the partner country(ies) concerned will not be selected for funding.

10. FINANCIAL CONDITIONS

Community grants are incentives to carry out projects which would not be feasible without the Agency's financial support, and are based on the principle of co-financing. They complement the applicant's own financial contribution and/or national, regional or private assistance that has been obtained elsewhere.

Acceptance of an application by the Agency does not constitute an undertaking to award a financial contribution equal to the amount requested by the co-ordinator. The awarding of a grant does not establish an entitlement for subsequent years.

Grant applications must include a detailed estimated budget in which all prices are given in euro. Applicants from countries outside the euro zone must use the conversion rates published in the Official Journal of the European Union, series C, on the date of

publication of this call for proposals. For conversion of costs incurred during the project, the rates given on http://ec.europa.eu/budget/inforeuro must be used.

The budget for the action attached to the application must have revenue and expenditure in balance and show clearly the costs which are eligible for financing from the Community budget.[23]

The amount of the own resources indicated in the revenue part of the estimated budget is regarded as secured and must represent at least 10% of the total estimated eligible costs of the action, and the same percentage of own resources must be entered in the revenue section of the final account[24].

The budget proposed by the successful applicant will be reviewed to remove any errors in calculations or ineligible costs as well as to reflect modifications recommended by the Agency prior to the signature of the grant agreement.

Please note that proposals which are similar to previous or on-going projects with the same applicant but in different partner countries should have their budget significantly reduced to take into account the work and activities already developed in the other project.

The allocated amount may not exceed the amount requested.

The applicant must indicate the sources and amounts of any other funding received or applied for in the same financial year for the same action or for any other action and for routine activities.[25]

The co-ordinator shall supply evidence of the co-financing provided, either by way of own resources, or in the form of financial transfers from third parties. The applicants shall provide an explicit undertaking from each co-financing organisation to provide the amount of funding stated in the grant application for the operation.

The Agency grant may not have the purpose or effect of producing a profit for the co-ordinator. Profit is defined as a surplus of receipts over costs. The amount of the grant will be reduced by the amount of any surplus.[26]

10.1. Contract

The selected proposals will be invited to sign a grant agreement for an action with multiple beneficiaries with the Agency, in this case the mandates from the co-beneficiaries become annexes of the grant agreement and they are thus legally binding (see Annex 11).

The grant agreement drawn up in Euros and detailing the conditions and level of funding must be signed by the co-ordinator and returned to the Agency immediately. The Agency will be the last to sign.

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[23] Article 173(3) IR.

[24] In other words: the applicant must offer at least 10% of co-financing of the estimated total eligible costs of the proposal; after project implementation when the final account is made, the co-financing of the beneficiary will be calculated on the basis of at least 10% of the total actual eligible project costs (and not based on the amount of co-financing proposed in the original budget estimation); if the proposed co-financing is higher than 10% the same principle applies.

[25] Article 173(5) IR.

[26] Article 109(2) FR, Article 165 IR.

The grant agreement can be signed after the start of the eligibility period.

10.2. Payment procedure

A pre-financing payment of 60% will be transferred to the co-ordinator within 45 days of the date of the signature of the agreement by the Agency's Authorising Officer and once all the possible guarantees are received. Pre-financing is intended to provide the co-ordinator with a float. It may be split into a number of payments.

A second pre-financing payment of 30% of the total amount will be made within 45 days of reception of a request for payment. The second pre-financing payment may not be made until at least 70% of the previous pre-financing payment has been used up.

The Agency will establish the amount of the final payment to be made to the co-ordinator on the basis of the final report. If the eligible costs actually incurred by the organisation during the project are lower than anticipated, the Agency will apply its rate of funding to the actual costs, and the co-ordinator will, where applicable, be required to repay any excess amounts already transferred by the Agency under the pre-financing payments.

The account or sub-account indicated by the co-ordinator must make it possible to identify the funds transferred by the Agency. If the funds paid into this account give rise to interest or equivalent profits in accordance with the legislation of the country where the account is held, such profit or interest will be recovered by the Agency where it results from the prefinancing payment if this payment exceeds 50,000 euros.[27]

10.3. Certificate on the financial statements and underlying accounts

A certificate on the financial statements and underlying accounts, produced by an approved auditor or in case of public bodies, by a competent and independent public officer, may be demanded by the authorising officer responsible in support of any payment on the basis of his assessment of risks. In the case of a grant for an action or of an operating grant, the certificate shall be attached to the request for payment. The certificate shall certify, in accordance with a methodology approved by the authorising officer responsible, that the costs declared by the co-ordinator in the financial statements on which the request for payment is based are real, accurately recorded and eligible in accordance with the grant agreement. Except in the case of lump sums and flat rate financing, the certificate on the financial statements and underlying accounts shall be compulsory for interim payments per financial year and for payments of balances in cases of grants for an action of EUR 750,000 or more and operating grants of EUR 100,000 or more.[28]

10.4. Guarantee

The Agency may require any organisation which has been awarded a grant to provide a guarantee first, in order to limit the financial risks linked to the prefinancing payment.

The purpose of this guarantee is to make a bank or a financial institution, third party or the other beneficiaries stand as irrevocable collateral security for, or first-call guarantor of, the grant co-ordinator's obligations.

[27] Not due for pre-financing < €50.000 Article 3 IR; Article 5 FR
[28] Article 180(2) IR.

This financial guarantee, in euros, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union or one of the Tempus partner countries.

The guarantee may be replaced by a joint and several guarantees by a third party or by a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement.

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the co-ordinator, in accordance with the conditions laid down in the grant agreement.

This requirement does not apply to public bodies and international organisations under public law established by inter-governmental agreements, specialised agencies created by such organisations, the International Committee of the Red Cross (ICRC) or the International Federation of Red Cross and Red Crescent Societies.

10.5. Double financing

Subsidised projects may not benefit from any other Community funding for the same activity.[29]

10.6. Eligible costs

Eligible costs of the action/project are costs actually incurred by the beneficiaries, which meet the following criteria:

- they are incurred during the duration of the action/project as specified in the grant agreement, with the exception of costs relating to final reports and certificates on the action/project's financial statements and underlying accounts;

- they are connected with the subject of the agreement and they are indicated in the estimated overall budget of the action/project;

- they are necessary for the implementation of the action/project which is the subject of the grant;

- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiaries and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost-accounting practices of the beneficiaries;

- they comply with the requirements of applicable tax and social legislation;

- they are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

[29] Article 111 FR; Articles 170 and 173 IR. The application form should include the possibility for applicants to provide information on all grants already received or in progress, as well as any other applications submitted to the Commission during the year.

The beneficiaries' internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.

Eligible direct costs:

The eligible direct costs for the action/project are those costs which, with due regard for the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly. In particular, the following direct costs are eligible, provided that they satisfy the criteria set out in the previous paragraph:

- the cost of staff assigned to the action/project, comprising actual salaries plus social security charges and other statutory costs included in their remuneration, provided that they do not exceed the maximum rates listed in Annexes 1 and 2 attached. NB: this cost must be actual cost incurred by the beneficiaries, and staff cost of other organisations is eligible only if it is paid directly or reimbursed by the beneficiary in question;

- replacement costs for European Union academic staff and experts assigned to the proposed action provided that they do not exceed the maximum rates listed in Annex 1.

- travel and subsistence allowances for staff and students taking part in the action/project (for meetings, European conferences, training, study periods etc.), provided that they are in line with the usual practices of the co-ordinator or, where applicable, its co-beneficiaries, on travel costs; subsistence allowances may not exceed the maximum rates in the tables in Annex 3;

- purchase cost of equipment (new or second-hand), only when justified for the achievement of the objectives of the proposed action;

- cost of consumables and supplies, provided that they are identifiable and assigned to the action/project;

- costs entailed by other contracts awarded by the co-ordinator or its co-beneficiaries for the purposes of carrying out the action/project, provided that the conditions laid down in Article II.9 of the agreement are met;

- costs arising directly from requirements linked to the performance of the action/project (dissemination of information, specific evaluation of the action/project, audits, translations, reproduction, etc.), including, where applicable, the costs of any financial services (especially the cost of financial guarantees).

Please see Annex 1 for more details concerning the eligibility of the costs.

Eligible indirect costs (overheads or **administrative costs);**

A flat-rate funding fixed at 7% of the direct eligible costs of the action will automatically be allocated to the project to cover the general administrative costs generated by the project, which can be regarded as chargeable to the action.

Indirect costs may not include costs entered under another budget heading. Indirect costs cannot be subject to co-financing. Some examples of indirect costs are: costs for keeping equipment running, communication costs (postage, fax, telephone, mailing, etc.),

infrastructure costs (rent, electricity, water, heating, etc.) of the premises where the project is being carried out; office supplies; photocopies.

10.7. Ineligible costs

The following costs shall not be considered eligible:

- return on capital;
- debt and debt service charges;
- provisions for losses or potential future liabilities;
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, unless the beneficiary can show that he is unable to recover it;
- costs declared by a beneficiary and covered by another action or work programme receiving a Community grant;
- excessive or reckless expenditure.
- equipment such as: furniture, motor vehicles of any kind, equipment for research and development purposes, telephones, mobile phones, alarm systems and anti-theft Systems;
- hospitality costs;
- costs related to the use of materials (computer, laboratory, library, etc.) incurred by universities, institutions, industries or companies when hosting staff;
- registration fees for courses, seminars, symposia, conferences, congresses;
- costs of premises (purchase, rent, heating, maintenance, repairs etc.). Renting of premises is only possible for specific dissemination events with prior written approval from the Agency;
- costs linked to the purchase of real estate
- expenses for travel to or from countries other than those participating in the project/programme, unless explicit prior authorisation is granted by the Agency
- expenses incurred outside the eligibility period
- contributions in kind.

10.8. Specific financial conditions

Taxes and duties

Equipment purchased and services funded with the Tempus grant are in principle exempt from VAT (see 9.7 Ineligible costs).

Staff costs covered by the Tempus grant will be taxed in the normal way according to prevailing national laws.

11. SUB-CONTRACTING AND AWARD OF PROCUREMENT CONTRACT

Where implementation of the action/project requires sub-contracting or the awarding of a procurement contract, the co-ordinator and, where applicable, its co-beneficiaries must obtain competitive tenders from potential contractors and award the contract to the bid offering best value for money, observing the principles of transparency and equal treatment of potential contractors and taking care to avoid conflicts of interests.

For highly specific technical and academic tasks, it is possible to subcontract industry/enterprises or institutions from any European Union Member State or from a partner country. However, subcontracting to external bodies is very occasional. The specific competences and particular expertise needed to reach the project objectives should be found in the consortium and should determine its composition.

The beneficiaries shall only seek competitive tenders if the amount to be contracted out exceeds the threshold of €25,000. The beneficiaries may not split the purchase of equipment or of services into smaller contracts below the threshold.

In the event of **sub-contracting exceeding € 25,000**, the co-beneficiary in question must clearly document the tendering procedure and retain the documentation for the event of an audit.

12. PUBLICITY

All grants awarded in the course of a financial year must be published on the Internet site of the Community institutions during the first half of the year following the closure of the budget year in respect of which they were awarded. This information may also be published using any other appropriate medium, including the Official Journal of the European Union. With the agreement of the beneficiary (taking account on whether information is of such a nature as to jeopardise its security or prejudice its financial interests), the Agency will publish the following information:

- name and address of the co-ordinator;
- subject of the grant;
- amount awarded and rate of funding[30].

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used. Furthermore, they are required to give prominence to the name and logo of the European Commission on all their publications, posters, programmes and other products realised under the co-financed action. To do this they must use the graphic identity and the logo of the Tempus programme, which will be provided by the Agency[31]. If this requirement is not fully complied with, the grant may be reduced.

Beneficiaries are required to make available on-line the description of the action and its interim and final results via a website to be maintained during the project and for a set period after its completion. The website details should be provided to the Agency at the beginning of the action and confirmed in the final report;

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[30] Article 110 FR; Article 169 IR; in the application form, require the applicant to confirm agreement to this.
[31] http://eacea.ec.europa.eu/about/eacea_logos_en.php

They are required, as these results become available, to provide them to the public and make these results available via the European Commission-supported informatics platform EVE: http://ec.europa.eu/eve/

13. DATA PROTECTION

All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.[32]

The replies to the questions in the application form are necessary in order to assess the grant application and they will be processed solely for that purpose by the department responsible for the Community grant programme concerned. On request, the applicant may be sent personal data to correct or complete them. For any question relating to these data, applicants should contact the Agency. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

Grant applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p. 125), or

- the Commission Regulation of 17.12.2008 on the Central Exclusion Database – CED (OJ L 344, 20.12.2008, p. 12),

their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a procurement contract or a grant agreement or decision.

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

14.1. Publication

The call for proposals is being published in the Official Journal of the European Union in 23 languages and the application guidelines on the Internet site of the EACEA Agency at the following address: http://eacea.ec.europa.eu/tempus/index_en.php

The call has also to be read in conjunction with the application guidelines, application form, instructions for applicants, eForm user guide, the model of grant agreement including the Mandate, the guidelines for the use of the grant and the Frequently Asked Questions published at the same address as this text.

[32] Official Journal L 8, 12.1.2001.

14.2. Application form

The grant application form (referred to as the "eForm" below) specifically designed for the purpose of this call is due to be published at least six weeks before the deadline for submission of applications. The eForm, as well as all information and documents related to the electronic submission of proposals, can be obtained on the Internet at the following address:

http://eacea.ec.europa.eu/tempus/index_en.php

Please, read carefully the instructions on how to apply with the new eForm and the minimum IT requirements before you start downloading the eForm.

Grant application forms must be downloaded from the EACEA website and saved on a local disk. They must be filled in and submitted on-line before the official submission deadline. They must be drawn up in English, French or German. Only applications submitted on the correct form, duly completed (with information provided in all relevant sections), dated, showing a balanced budget (project costs are balanced with the project finances) and using the submission procedure indicated on the website will be accepted.

14.3. Submission of the grant applications

The electronic application form for Joint Projects and for Structural Measures duly completed must be sent no later than the **9th of March 2010**, **at 12:00 (midday) Central European Winter Time (Brussels time)**. After this time the on-line application system will be closed until it is re-opened for the next application phase.

All supporting and administrative documents should be prepared with the appropriate signatures/stamps of persons/institutions before the on-line submission of the complete application.

The following annexes will have to be attached to the eForm and submitted **on-line at the same time**:

- Declaration of Honour
- Workplan and budget (Excel tables)
- Logical Framework Matrix

Upon submission, applicants receive the project registration number assigned to their application. The registration number shall be indicated in all future correspondence regarding the proposal.

The on-line submission is considered to be the **master copy**. However, in order to provide safeguards for both applicants and for the Agency, and in order to submit additional required information, a complete paper copy of the eForm must be sent by postal mail to the Agency, including the following documents signed in original:

- Declaration of Honour
- Workplan and budget (Excel tables)
- Logical Framework Matrix

- Mandates[33]
- Financial Identification Form
- Legal Entities Form
- Profit and Loss Accounts together with the balance sheet for the last three financial years for which the accounts have been closed (**if applicable**)

The complete paper copy version of the application package must be sent by the **9th of March 2010 (date of postmark)** to the following address:

Education, Audiovisual and Culture Executive Agency
Tempus
Call for Proposal EACEA/28/09
Office: BOUR 2/17
Avenue du Bourget 1
B-1140 Brussels

Applications submitted after the deadline will not be considered.

No changes to the proposal can be made **after** the application has been **submitted**. However, if there is a need to clarify certain aspects, the Agency may contact the applicant for this purpose.

Applicants should send electronically a copy of their proposal, clearly indicating the project registration number received when submitting the eForm, to the Tempus National Contact Point (for EU-based applicants) and the National Tempus Office (for applicants based in the partner countries). Their electronic addresses are available from the Tempus website: http://eacea.ec.europa.eu/tempus/index_en.php

14.4. Rules applicable

- Financing Decisions adopted by the Commission in 2009 establishing the Tempus IV programme under the Instrument for Pre-accession Assistance (IPA), the European Neighbourhood and Partnership Instrument (ENPI) and the Development Cooperation Instrument (DCI).

- Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Union[34], as amended by Council Regulation (EC, Euratom) N° 1995/2006 of 13 December 2006[35];

- Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002[36] laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Union, as amended by Commission Regulation No 478/2007 of 23 April 2007[37].

[33] The project reference number received upon submission must be clearly indicated (by handwriting or using paper stickers etc.) on each Mandate which had been prepared in advance.
[34] http://www.bsrinterreg.net/programm/_downloads/EC_No_2002_1605_en_Budgetary_principles.pdf
[35] http://www.cc.cec/budg/leg/finreg/leg-020_finreg_en.html
[36] http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:2002R2342:20050805:EN:PDF
[37] http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2007:111:0013:0045:EN:PDF

14.5. Contacts

Applicants may contact the Tempus Selection team, for further information, at:

EACEA-TEMPUS-CALLS@ec.europa.eu

The National Tempus Offices in the Tempus partner countries and the National Contact Points in the European Union countries are also available to provide information on this call. Their contact details can be found at the Tempus website: http://eacea.ec.europa.eu/tempus/participating_countries/index_en.php

15. ANNEXES

Annex 1: Eligible expenditure

Annex 2: Staff Costs - Maximum eligible daily rates for EU staff

Annex 3: Staff Costs - Maximum eligible daily rates for Tempus partner country staff

Annex 4: Costs of Stay – maximum rates per person excluding travel costs

Annex 5: Evaluation and Award Procedure

Annex 6: Glossary of codes for Application forms

Annex 7: National Priorities for national Joint Projects

Annex 8: National Priorities for national Structural Measures

Annex 9: Regional Priorities for Joint Projects

Annex 10: Regional Priorities for Structural Measures

Annex 11: Model grant agreement

Eligible expenditure

In line with 10.5 of the application guidelines, the grant awarded may be used to cover the following expenditure:

- Direct costs

1. Staff costs
2. Travel costs and costs of stay
3. Equipment costs
4. Costs for printing and publishing
5. Other costs;

- Indirect costs (overheads or administrative costs).

The following ceilings should be applied:

- Indirect costs: a flat rate of 7% of the total eligible direct costs
- Equipment costs: maximum 30% of the total eligible direct costs
- Staff costs: maximum 40% of the total eligible direct costs

1. Staff costs

Salaries and fees may not exceed local rates, this applies both to European Union and partner countries. Moreover, additional hours will be financed at the normal hourly rate calculated from the local rates in Annexes 1 & 2 and not at any higher rate. Staff costs should be calculated on the basis of the task performed and not on the status of the person.

Applicants should base the project budget on real **daily** staff cost rates (and not hourly rates), which cannot exceed the maximum rates indicated in Annexes 1 & 2. The accuracy of these costs may be the subject of an audit.

The rate of the country in which the partner organisation is registered will be applied, independent of where the tasks will be executed (i.e. a staff member of an organisation of Country A working (partly) in Country B will be budgeted on the basis of the rates of Country A).

Real daily staff cost rates are based on average rates corresponding to the applicant's usual policy on remuneration, comprising actual salaries plus social security charges and other statutory costs included in the remuneration. Non statutory costs like bonuses, lease car, expense account schemes, incentive payments or profit-sharing schemes are excluded.

The Applicant will define the category of staff and the number of days, to be worked on the project, in relation to the action and the work plan. That is, an individual should be paid based on the type of work he performs, as per Annex 1 & 2, and not on his/her status or title.

The estimated staff costs result from multiplying the number of days with the real daily staff cost rate.

1.1 Fees for administrative tasks

The grant may be used to cover the costs for staff from the European Union Member States or the partner countries who perform administrative tasks which are required for the achievement of the project objective (for example: the administration and coordination of project activities, planning of meetings, accounting activities) on condition that their salary for these tasks is not covered from any other source. Translation activities provided by consortium members should be classified as administrative staff costs. External translation services and external language courses provided by non consortium members should be classified as "Other Costs".

1.2 Fees to academic staff

The grant may be used to cover the costs of staff that perform academic tasks which are directly related to the achievement of the project objective and on condition that their salary for these tasks is not covered from any other source. Such activities should be exceptional, limited and strictly justifiable academic tasks not performed as part of regular duties. These tasks would include course development, the development and adaptation of teaching materials, and the preparation and teaching of intensive courses especially developed for the project.

1.3 Replacement costs (for EU staff only)

Replacement costs can be paid for European Union academic staff and experts carrying out teaching assignments at universities and institutions in the partner countries for a minimum continuous period of one month and a maximum of ten months. Costs can only be covered when proof is provided that staff concerned has actually been replaced for the time involved.

Applicants should base the replacement costs on the real daily staff cost rates of the person to be replaced, which cannot exceed the maximum rates indicated in Annex 1. Any surplus will be considered as ineligible. The accuracy of these costs may be the subject of an audit.

The rate of the country in which the person is replaced, will be applied.

Real daily staff cost rates are based on average rates corresponding to the applicant's usual policy on remuneration, comprising actual salaries plus social security charges and other statutory costs included in the remuneration. Non statutory costs like bonuses, lease car, expense account schemes, incentive payments or profit-sharing schemes are excluded.

1.4 Staff costs for sub-contractors

The sub-contracting of administrative and/or academic tasks to organisations is

possible only in the exceptional cases where the consortium cannot cover the activity in question. The reasons why and a description of the expertise must be included in the application and clearly explained in the description of the outcomes and activities in the related activity table. The cost related to this activity should be included in the funding requirements table.

The sub-contracting of administrative and/or academic tasks to individual experts is not possible.

Staff members of co-beneficiaries are not allowed to operate in a subcontracting capacity for the project.

2. Travel costs and costs of stay (Annex 3)

The estimated amounts requested for costs of stay may not exceed the maximum amounts given in the tables below and on which the final allocation will be based.

The consortium should calculate actual travel costs and request the estimated amounts.

Travel for research activities cannot be financed from the Tempus grant.

2.1 Staff

The Tempus grant is also intended to cover travel, visa, accommodation, subsistence and personal or health insurance costs.

2.1.1 Eligible Participants

Grants for visits may be awarded to the following categories of teaching and administrative staff:

- University teachers and trainers;
- Administrators (members of university staff, such as librarians or international relations officers);
- Trainers and staff with project management responsibilities from organisations within the partnership;
- Students acting on behalf of their institution;
- Officials, administrators and professionals (trainers and/or trainees) as appropriate;
- Sub-contractors.

2.1.2 Eligible Activities

Activities should be coherent and clearly linked to the project outcomes. The consortium members should choose relevant activities in line with the following list:

- Teaching/training assignments for European Union staff/trainers in the partner country university or institution and vice versa;

- Re-training and up-dating periods for staff from the partner country universities/ institutions;

- Practical placements in companies, industries and institutions for teaching/administrative staff and trainees from the partner country universities/institutions;

- Management and coordination meetings in the European Union or partner country/ies for coordination, planning, monitoring and quality control activities;

- Intensive and strictly targeted (re)training courses in a specific subject area, including language training for a well defined target group of teaching/administrative staff from the partner country. Language training should whenever possible take place in the partner country itself or, if not possible, should be combined with other mobility;

- Visits for dissemination purposes to other parties in the partner countries such as other educational institutions, regional education authorities, the business community, institutions;

- organisation of workshops, publications.

2.1.3 Eligible Expenses

2.1.3.1 Staff Travel Costs

Staff travel costs cover transport costs at national and international level. For the estimated budget, the partnership should calculate the total amount required for travel costs, based on the number of mobility flows planned in the project application.

The partners should include in this estimation the participation of two project staff, one from the EU and one from a partner country, in the annual "Tempus Project Representatives' Meeting". The participation of two project staff of the partnership, (one from the EU and one from a partner country), in the annual "Tempus Project Representatives' Meeting" is considered as a project-related activity and the costs are considered eligible.

Only actual travel costs will be eligible.

- Travel costs for staff taking part in the action are considered, provided that they are in line with the partner's usual practices on travel costs.

- Costs may be claimed only for journeys directly connected to specific and clearly identifiable project-related activities.

- Reimbursement is based on real costs, independent of the means of travel chosen (rail, bus, taxi, plane, hire car); partners are required to use the cheapest means of travel (e.g. use Advance purchase tickets for air travel and take advantage of reduced fares, where this is not the case then a full explanation should be provided).

- The travel cost for a journey should include all costs and all means for travel from the point of origin to the point of destination (and vice versa) and may include visa fees, travel insurance and cancellation costs.

- Expenses for private car travel (personal or company cars), where substantiated and where the price is not excessive, will be refunded as follows (whichever is the cheapest):

  - either a rate per km in accordance with the internal rules of the organisation concerned up to a max of €0.22;

  - or the price of a rail, bus or plane ticket (see third bullet point above); only one ticket shall be reimbursed, independently of the number of people travelling in the same vehicle.

- For hire cars (maximum category B or equivalent) or taxis:

  - the actual cost where this is not excessive compared with other means of travel (also taking account of any influencing factors i.e. time, excessive luggage)

  - Reimbursement will be made for the real cost of car hire, independent of the number of people travelling in the same vehicle.

- Cost related to entry visas should also be noted under this heading.

2.1.3.2 Staff Costs of Stay

Costs of stay cover daily miscellaneous expenses.

For example: accommodation, food, local and public transport during the stay, personal or health insurance cost.

The partnership will calculate the total amount required for costs of stay, based on the number and duration of mobility flows planned in the project application; costs of stay may not exceed the maximum amounts per day/week and per person indicated in Annex 3.

2.2 *Students*

2.2.1 Eligible participants

Travel costs and costs of stay may be paid for undergraduate students (who have completed at least two years of study), and to graduate, postgraduate and doctoral students undertaking further study programmes provided the mobility supports the achievement of the project objective/s.

Projects may provide mobility also in the form of internships or training at a partner institution or at a legal entity which does not belong to the partnership.

2.2.2 Eligible activities and duration

Grants may be awarded for a minimum period of two weeks and a maximum period of three months for the following types of activity:

- Study periods abroad carried out at a consortium member in a European Union Member State or in a different/home partner country for partner country students or in a partner country for European Union students;

- Practical placements for partner country students with a minimum duration of one month in companies, industries or institutions.

- Participation in intensive courses with a minimum duration of two weeks for partner country students at postgraduate level (strictly targeted training in a specific subject area for a well defined target group) carried out by a partnership member in a European Union Member State;

- Participation of representatives of partner country or European Union student associations in targeted mobility within a project.

2.2.3 Eligible expenses

2.2.3.1 Student Travel Costs

Student travel costs cover transport costs at national and international level. For the estimated budget the partnership should calculate the total amount required for travel costs, based on the number of student mobility flows planned in the project application.

Only actual travel costs will be eligible.

Efforts should be made to make low cost travel arrangements for students.

- Costs may be claimed only for student mobility directly connected to specific and clearly identifiable project-related activities.

- Reimbursement is based on real costs, independent of the means of travel chosen (rail, bus, taxi, plane, hire car); partners are required to use the cheapest means of travel (e.g. use Advance purchase tickets for air travel and take advantage of reduced fares, where this is not the case then a full explanation should be provided).

- The travel cost for a journey should include all costs and all means for travel from the point of origin to the point of destination (and vice versa) and may include visa fees, travel insurance and cancellation costs.

- Expenses for private car travel (personal or company cars), where substantiated and where the price is not excessive, will be refunded as follows (whichever is the cheapest):

  - either a rate per km in accordance with the internal rules of the organisation concerned up to a max of €0.22;

  - or the price of a rail, bus or plane ticket (see second bullet point above); only one ticket shall be reimbursed, independently of the number of people travelling in the same vehicle.

- For hired cars (maximum category B or equivalent) or taxis:

  - the actual cost where this is not excessive compared with other means of travel (also taking account of any influencing factors i.e. time, excessive luggage);

  - Reimbursement will be made for the real cost of car hire, independent of the number of people travelling in the same vehicle.

- Cost related to entry visas should also be noted under this heading.

2.2.3.2 Student Costs of Stay

Costs of stay cover daily miscellaneous expenses.

For example: accommodation, food, local and public transport during the stay, personal or health insurance cost.

The partnership will calculate the total amount required for costs of stay, based on the number and duration of mobility flows planned in the project application; costs of stay may not exceed the maximum amounts per day/week and per person indicated in table at bottom of Annex 3.

2.2.3.3 Institutional Costs

For study periods abroad for a maximum of three consecutive months it is important to note that the host university can claim institutional costs to cover any eligible costs incurred as a result of receiving students from abroad. Only students benefiting from a travel and costs of stay grant paid from the Tempus grant can be considered for institutional costs.

The maximum Tempus contribution to university institutional costs must be calculated as follows:

- For mobility to the European Union: maximum € 500 per student for a study period of maximum three months;

- For mobility to a partner country: maximum € 200 per student for study periods of maximum three months.

Institutional costs, being an eligible cost, can be considered as co-financing. The host institution should demonstrate this by providing a declaration stating that the university has covered the eligible costs incurred as a result of receiving the students from abroad, indicating the name of the student, home institution and the period of the mobility.

3. Equipment costs[38]

Applicants may not budget more than 30% of the eligible direct costs for equipment costs.

For Joint Projects, equipment may only be purchased for the partner country higher education institutions which are involved in the partnership and only when it is essential for the achievement of the project objective.

For Structural Measures, equipment may be purchased for the partner country universities or any other institution or organisation in the partner country (except for public administrations) that are involved in the partnership and only when it is essential for the achievement of the project objective.

[38] Applicants should be aware of the fact that the procurement and delivery of equipment to partner country institutions is often a rather complex procedure and this should be taken into consideration at the planning stage.

In this section applicants should detail any items of equipment needed for an activity and the expected maintenance costs, listed clearly by the partner country university/ies or institutions/organisations at which each item will be installed. Applicants should ensure that these details correspond to those given in the Outcome Tables.

Eligible equipment

Books and periodicals (selected by consortium members as being directly relevant to the objectives of the project), fax machines; photocopying machines; computers and peripherals, software; machines and equipment for teaching purposes; video-projectors (hardware) and video-presentations (software); television sets, communication lines for internet connection; access to databases (libraries and electronic libraries outside the consortium); renting of equipment may be considered eligible, but only in exceptional and duly justified circumstances and in any case not exceeding the duration of the grant agreement; consumables needed to ensure the smooth functioning of the equipment; equipment maintenance, insurance, transport and installation costs.

Applicants should include provision for other sources of funding (for example: governmental, institutional, industrial or other contributions) where equipment items deemed necessary to achieve the project objective are ineligible for the Tempus grant.

4. Printing and publishing costs

Applicants should estimate the amount required to cover printing and publishing costs.

All costs relating to printing (paper, electronic, web) publishing and photocopying of teaching material and any other documentation necessary to reach the objective of the project should be recorded under this heading.

5. Other costs

This category covers any other expenses necessary for the implementation of the project which do not clearly fit into other budget headings.

For example, these may include costs for dissemination of information (advertising in the media, promotional materials such as pens, bags, posters, renting of premises for dissemination events with prior written approval only), specific external evaluation of the an activity or action (including expert fees for this specific purpose), audits, inter-project coaching[39] (up to a maximum of €2500), bank charges including bank guarantee charges where requested by the Agency, external language courses, external IT courses, external translation services.

Expenses listed here must be fully detailed and justified.

Exchange losses are not eligible costs and exchange gains are considered as interest and should be reimbursed.

[39] Costs for Inter-Tempus project monitoring may be covered by the category "Other Costs" up to a maximum of € 2500 per project and cover fees, travel and subsistence

Staff Costs - Maximum eligible daily rates for EU staff (in €) – Gross rates

Country	Manager	Researcher Teacher Trainer	Technical	Administrative
Belgique/Belgie - BE	376	321	260	203
Bulgaria- BG	79	71	55	37
Ceska Republika - CZ	144	144	104	75
Danmark - DK	489	419	341	267
Deutschland - DE	363	315	253	195
Eesti - EE	117	107	75	53
Ellas - EL	267	228	187	145
Espana -ES	295	265	204	143
France - FR	424	359	235	179
Ireland - IE	479	417	348	255
Italia - IT	568	332	225	187
Kypros - CY	304	267	165	113
Latvija - LV	131	107	85	57
Lithuania - LT	103	88	67	47
Luxembourg - LU	493	423	343	267
Magyarorszag - HU	141	123	93	53
Malta - MT	129	117	91	65
Nederland - NL	381	333	264	207
Österreich - AT	419	323	240	199
Polska - PL	161	133	103	75
Portugal - PT	183	161	119	79
Rumania- RO	155	119	93	59
Slovenija -SI	252	227	183	115
Slovensko -SK	133	119	95	77
Suomi - FI	361	259	213	179
Sverige - SE	505	432	355	273
United Kingdom - UK	469	443	311	224

Annex 3

Staff Costs - Maximum eligible daily rates for Tempus partner country staff (in €)

Gross rates: The rates include all taxes and social contributions

Country		Manager	Researcher Teacher Trainer	Technical	Administrative
Western Balkans					
Albania	AL	68	59	30	22
Bosnia and Herzegovina	BA	95	80	65	45
the former Yugoslav Republic of Macedonia	MK	94	91	34	56
Kosovo*	1244	100	80	30	25
Montenegro	ME	110	87	52	46
Serbia	RS	110	90	50	40
Southern Neighbouring Area					
Algeria	DZ	210	190	100	70
Egypt	EG	138	123	96	75
Israel	IL	376	252	160	102
Jordan	JO	166	122	83	55
Lebanon	LB	210	190	90	50
Morocco	MA	260	190	110	70
Occupied Palestinian territory	PS	146	146	99	99
Syria	SY	100	80	60	50
Tunisia	TN	70	80	30	30
Eastern Neighbouring Area					
Armenia	AM	50	40	30	25
Azerbaijan	AZ	110	90	70	50
Belarus	BY	120	110	90	65
Georgia	GE	50	40	30	25
Moldova	MD	55	45	35	25
Russian Federation	RU	175	151	110	67
Ukraine	UA	140	125	95	70
Central Asia					
Kazakhstan	KZ	150	132	108	78
Kyrgyzstan	KG	56	45	36	28
Tajikistan	TJ	50	40	30	25
Turkmenistan	TM	25	20	20	15
Uzbekistan	UZ	55	45	35	30

* under UNSCR 1244/99

The four categories of staff in the tables in Annexes 1 and 2 are defined as follows:

Manager

This staff category includes legislators, senior officials and managers (Staff Category 1 of the ISCO[40]-88 (COM)).

Researcher, Teacher, Trainer

This staff category includes science, health, teaching and other professionals (Staff Category 2 of the ISCO-88 (COM)).

Technical staff

This staff category includes technicians and associate professionals (Staff Category 3 of the ISCO-88 (COM)).

Administrative staff

This staff category includes office and customer service clerks (Staff Category 4 of the ISCO-88 (COM)).

For detailed reference please find the Staff Categories 1-4 of the ISCO-88 (COM) on the following page.

[40] International Standard Classification of Occupations

Staff categories according to the International Standard Classification of Occupations (ISCO-88 (COM))

STAFF CATEGORY 1 **100 Legislators, senior officials and managers** **110 Legislators and senior officials** 111 Legislators and senior government officials 114 Senior officials of special-interest organisations **120 Corporate managers** 121 Directors and chief executives 122 Production and operation managers 123 Other specialist managers **130 Managers of small enterprises** 131 Managers of small enterprises **STAFF CATEGORY 2** **200 Professionals** **210 Physical, mathematical and engineering science professionals** 211 Physicists, chemists and related professionals 212 Mathematicians, statisticians and related professionals 213 Computing professionals 214 Architects, engineers and related professionals **220 Life science and health professionals** 221 Life science professionals 222 Health professionals (except nursing) 223 Nursing and midwifery professionals **230 Teaching professionals** 231 College, university and higher education teaching professionals 232 Secondary education teaching professionals 233 Primary and pre-primary education teaching professionals 234 Special education teaching professionals 235 Other teaching professionals **240 Other professionals** 241 Business professionals 242 Legal professionals 243 Archivists, librarians and related information professionals 244 Social science and related professionals 245 Writers and creative or performing artists 246 Religious professionals 247 Public service administrative professionals	**STAFF CATEGORY 3** **300 Technicians and associate professionals** **310 Physical and engineering science associate professionals** 311 Physical and engineering science technicians 312 Computer associate professionals 313 Optical and electronic equipment operators 314 Ship and aircraft controllers and technicians 315 Safety and quality inspectors **320 Life science and health associate professionals** 321 Life science technicians and related associate professionals 322 Health associate professionals (except nursing) 323 Nursing and midwifery associate professionals **330 Teaching associate professionals** 331 Primary education teaching associate professionals 332 Pre-primary education teaching associate professionals 333 Special education teaching associate professionals 334 Other teaching associate professionals **340 Other associate professionals** 341 Finance and sales associate professionals 342 Business services agents and trade brokers 343 Administrative associate professionals 344 Customs, tax and related government associate professionals 345 Police inspectors and detectives 346 Social work associate professionals 347 Artistic, entertainment and sports associate professionals **STAFF CATEGORY 4** **400 Clerks** **410 Office clerks** 411 Secretaries and keyboard-operating clerks 412 Numerical clerks 413 Material-recording and transport clerks 414 Library, mail and related clerks 419 Other office clerks **420 Customer services clerks** 421 Cashiers, tellers and related clerks 422 Client information clerks

Staff Costs of Stay – maximum rates per person excluding travel costs (in €)

Duration	Costs of stay for international mobility	Costs of stay for Partner Country staff within their own country
1 day	150	80
2 days	292	150
3 days	434	220
4 days	576	290
5 days	718	360
6 days	860	430
1 week	1.000	500
2 weeks	1.600	800
3 weeks	2.100	1.000
4 weeks	2.500	1.250
Each additional week	300	150

Where the stay falls in between the week durations indicated in the table, the upper limit will be calculated as follows:

The figure for the shorter duration is subtracted from the figure for the longer duration. The resulting figure divided by 7 gives the daily allowance for each day beyond the duration of the shorter stay.

For example: For an international mobility of 17 days: 2.100 (3 weeks)– 1.600 (2 weeks) = 500. Divided by 7 = 71,43. The costs of stay can be 1.600 + (3*71,43) = €1814,29 maximum

Student Costs of stay - maximum rates per person excluding travel costs

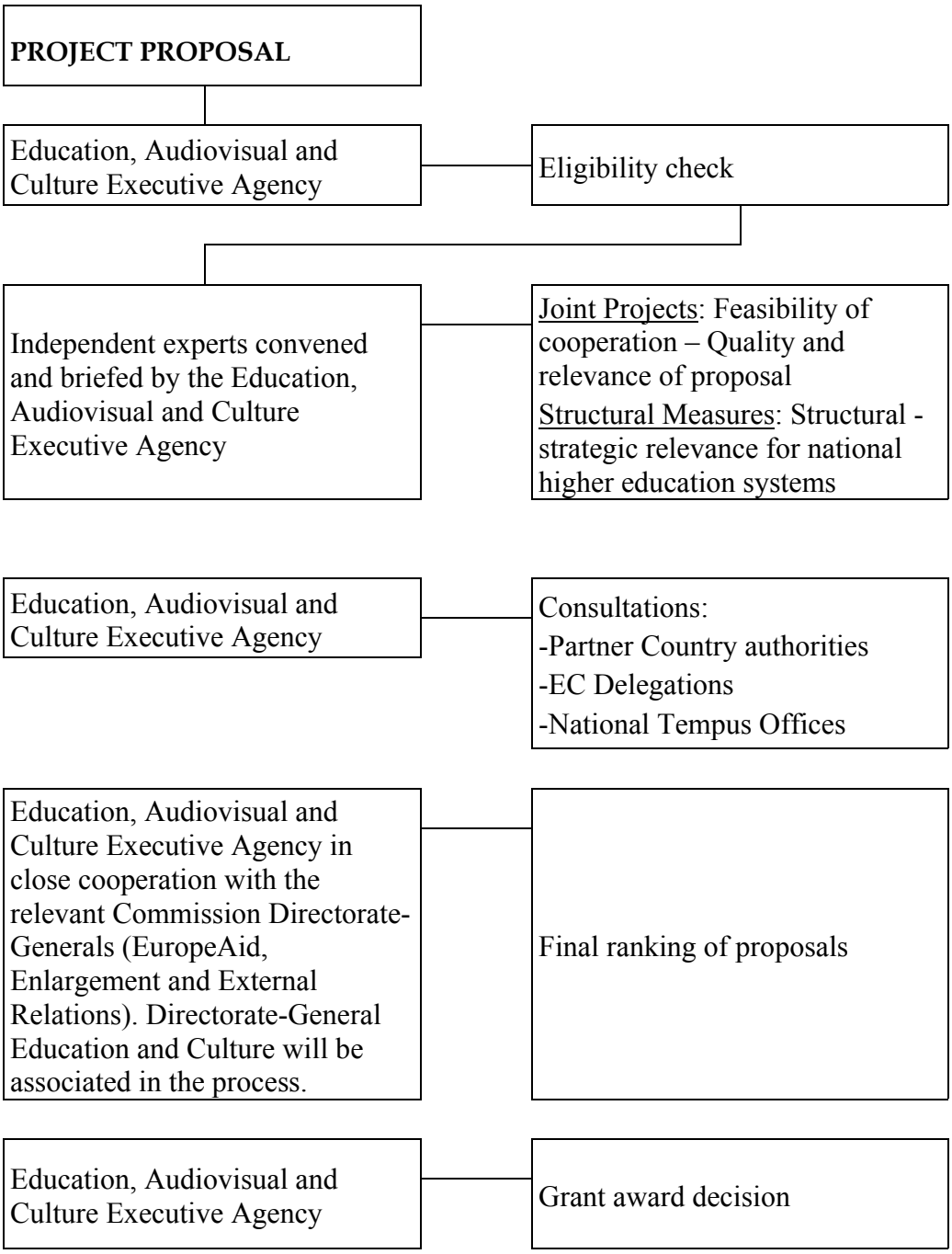
Duration	Costs of stay in the European Union	Costs of stay in the Partner Country
Per month	1.200	800

These references are indicative maximum rates. In order to define the actual costs, applicants must consider the real living costs in the countries and localities of destination.

The calculation for costs for stays falling in between full months should be proportionate with the monthly amount indicated above.

For example: 17 days costs of stay in the EU = (€1200:30) x 17 days = €680 maximum.

EVALUATION AND AWARD PROCEDURE



GLOSSARY OF CODES FOR APPLICATION FORMS

Annex 6

Country codes

European Union Member States		Partner countries		Other countries which may participate	
AT	Austria		*Western Balkans*	TR	Turkey
BE	Belgium	AL	Albania	HR	Croatia
BG	Bulgaria	BA	Bosnia and Herzegovina		*EFTA Countries*
CY	Cyprus	ME	Montenegro	IS	Iceland
CZ	Czech Republic	MK	the former Yugoslav Republic of Macedonia	LI	Liechtenstein
DE	Germany	RS	Serbia	NO	Norway
DK	Denmark	1244	Kosovo*	CH	Switzerland
EE	Estonia		*Southern Neighbouring Area*		
EL	Greece	DZ	Algeria		
ES	Spain	EG	Egypt		
FI	Finland	IL	Israel		
FR	France	JO	Jordan		
HU	Hungary	LB	Lebanon		
IE	Ireland	MA	Morocco		
IT	Italy	PS	Territory governed by Palestinian Authority		
LT	Lithuania	SY	Syria		
LU	Luxembourg				

* under UNSCR 1244/99

European Union Member States		Partner countries		Other countries which may participate	
LV	Latvia	TN	Tunisia		
MT	Malta		*Eastern Neighbouring Area*		
NL	Netherlands	AM	Armenia		
PL	Poland	AZ	Azerbaijan		
PT	Portugal	BY	Belarus		
RO	Romania	GE	Georgia		
SE	Sweden	MD	Moldova		
SI	Slovenia	RU	Russian Federation		
SK	Slovak Republic	UA	Ukraine		
UK	United Kingdom		*Central Asia*		
		KG	Kyrgyzstan		
		KZ	Kazakhstan		
		TJ	Tajikistan		
		TM	Turkmenistan		
		UZ	Uzbekistan		

Type of organisation

Code	Type of Organisation
U	University or higher educationinstitution as defined in this call
E	Enterprise or company or business
I	Institution or organisation

Type of project

Code	Type of Project
JP	Joint Project
SM	Structural Measure

563 Conservation of Cultural Heritage
564 Transport and Traffic Studies

590 Other Applied Sciences
591 Quality Control
593 Energy Studies
594 Metrology and quality standards

600 Art and Design

610 Art

620 Music

630 Design

640 Performing Arts

690 Other Art and Design

700 Languages

710 Modern European Languages

720 Translation and Interpreting

730 Linguistics

740 Literature

790 Other Languages

800 Other

810 Interdisciplinary Studies

820 Education and Teacher Training

830 Multidisciplinary Studies

840 Regional Cooperation
841 Regional Economic Development
842 Cultural & Regional Integration
843 Fight against Organised Crime
844 Regional Environmental Policy
845 Regional Agricultural Policy
846 Regional Health & Social Policy
847 Regional Tourism & Leisure Policy
848 Regional Earthquake Engineering
849 Other

850 Training Courses for Institution Building
856 Public Administration Reform
857 Civil Society Development
858 Professional Associations Development
859 Other

860 Training Courses for Institution Building -Training for public services, professional associations, social partners
861 Justice
862 Public Finance & Tax Policy
863 Public Health & Social Policy
864 Approximation of Law (European Union and other)
865 Quality Control Standards
& Marketing
866 Fight against Organised Crime
867 Environmental Policy
868 Media Studies/ Journalism
869 Other

900 University Management

920 University Strategic Planning

922 Strategic Development Plans

925 University-Industry Links

926 Public Relations & Marketing

924 Other

930 University Evaluation

932 Quality Assurance Mechanisms

934 Accreditation Systems

935 Credit transfer Systems

933 Other

940 University Modernisation of Administration Services

942 University Information Management Systems, including Administration and Financial Management

943 Library Management

948 Open and Distance Learning/ Life- Long Learning Activities

959 Other

960 University Services

961 International Relations Offices

962 Student Services

969 Other

Annex 7

NATIONAL PRIORITIES FOR JOINT PROJECTS

National Priorities / Western Balkans	CURRICULAR REFORM		GOVERNANCE REFORM					HIGHER EDUCATION AND SOCIETY					
	Modernisation of curricula with 3 cycle structure, ECTS and degree recognition	Disciplines	University management and student services	Introduction of quality assurance	Institutional and financial autonomy and accountability	Equal and transparent access to higher education	Development of international relations	Training of non-university teachers	Development of partnerships with enterprises	Knowledge triangle: education-innovation research	Training courses for public services (ministries, regional/local authorities)	Development of lifelong learning in society at large	Qualifications frameworks
Albania	x	Natural Sciences, Education Sciences, Social Sciences, Engineering, Agriculture, Bussiness, Foreign Languages, Medicine, Pharmacy, Law, European Studies, Arts and Sports	x		x		x	x	x			x	x
Bosnia and Herzegovina	x	Agriculture and rural development, Transport and energy	x	x		x		x	x		x	x	
Former Yugoslav Republic of Macedonia	x	Applied sciences and technology, Social Sciences, Humanities, Management and Business, Natural sciences and Mathematics, Languages	x	x	x		x	x	x		x	x	
Kosovo (under UNSC Resolution 1244)	x	Applied Sciences and Technology, Natural Sciences and Mathematics, Management and Bussines, Public Administration, Environment, Agriculture and Rural Development, Education Sciences, Foreign Languages, Social Sciences, Humanities.		x	x	x	x		x	x	x	x	
Montenegro	x	Humanities, Social Sciences, Applied Sciences and Technologies, Agricultural and Food Sciences, Architecture, Languages, Environmental Sciences	x	x	x	x		x	x	x	x	x	
Serbia	x	Education Sciencies, Teacher Training, Finance, Marketing, Tourism, Modern European Languages, Translation and Interpreting, Communication, Interdisciplinary studies, Graduate conversion courses, Civil Engineering, Chemistry, Biotechnology	x			x		x	x		x		x

National Priorities / Eastern Neighbouring Area	CURRICULAR REFORM		GOVERNANCE REFORM					HIGHER EDUCATION AND SOCIETY					
	Modernisation of curricula with 3 cycle structure, ECTS and degree recognition	Disciplines	University management and student services	Introduction of quality assurance	Institutional and financial autonomy and accountability	Equal and transparent access to higher education	Development of international relations	Training of non-university teachers	Development of partnerships with enterprises	Knowledge triangle: education-innovation-research	Training courses for public services (ministries, regional/local authorities)	Development of lifelong learning in society at large	Qualifications frameworks
Armenia	X	Applied sciences and technology; Social sciences and humanities; Natural sciences	X	X		X			X	X	X	X	X
Azerbaijan	X	Engineering in the field of oil and gas, in the field of electricity and engineering in the field of civil aviation; EU languages, teaching, translation, simultenious interpretation; Telecommunication and information Technologies; ecology and enviornmental studies; studies on international relations.	X	X			X		X	X		X	
Belarus	X	Teacher education and training (for vocational for turism); Energy and Enviroment; Information technology and network economy.	X	X				X	X	X		X	
Georgia	X	1. Natural Science; 2. Social Sciences; 3. Medicine; 4. Education; 5. Law; 6. Engineering and technologies					X		X	X			
Moldova	X	Humanity sciences, Education and Teacher Training, Exact Sciences, Engineering	X	X	X				X				X
Russian Federation	X	Social work, Tourism and services, Pedagogy, Engineering, Information technologies, Philosophy, Ecology, Biotechnology.										X	X
Ukraine	X	Pedagogy, Engineering and Technologies, Information technology, Law, Agriculture, Environment, Tourism and Services, Urban and Regional Planning		X					X	X			X

National Priorities / Southern Neigbouring Area		CURRICULAR REFORM		GOVERNANCE REFORM					HIGHER EDUCATION AND SOCIETY					
		Modernisation of curricula with 3 cycle structure, ECTS and degree recognition	Disciplines	University management and student services	Introduction of quality assurance	Institutional and financial autonomy and accountability	Equal and transparent access to higher education	Development of international relations	Training of non-university teachers	Development of partnerships with enterprises	Knowledge triangle: education-innovation-research	Training courses for public services (ministries, regional/local authorities)	Development of lifelong learning in society at large	Qualifications frameworks
NORTH AFRICA	Algeria	x	Science and technology; ICT, Economic, management and commercial sciences, Animal and human health; Biotechnology	x	x			x		x	x	x		
	Egypt	x	Joint Degrees, Applied sciences, Social sciences, Teaching Technology						x			x		
	Morocco	x	ICTS, Engineering (manufacturing technology, aeronautic, electronic, textile-leather, food industry), Tourism, Management and commercial disciplines, Social sciences disciplines	x				x	x	x	x			
	Tunisia	x	Computer science, biotechnology, applied languages, arts and craft, technological studies	x	x	x	x	x		x	x			
MIDDLE EAST	Israel	x	Applied sciences and technology, Social sciences and humanities; Natural sciences		x	x		x			x			
	Jordan	x	Engineering, Technology, Health Sciences											
	Lebanon	x	New sciences and Technologies (Engineering, Energy ..) Public Health (Environment..)	x	x					x	x	x		
	occupied Palestinian territory	x	Engineering discipline, Medical and Health discipline Applied Science discipline, Social Sciences and humanities discipline	x	x			x		x	x	x	x	
	Syria	x	Research Methods and Methodology											

National Priorities / Central Asia	CURRICULAR REFORM		GOVERNANCE REFORM					HIGHER EDUCATION AND SOCIETY					
	Modernisation of curricula with 3 cycle structure, ECTS and degree recognition	Disciplines	University management and student services	Introduction of quality assurance	Institutional and financial autonomy and accountability	Equal and transparent access to higher education	Development of international relations	Training of non-university teachers	Development of partnerships with enterprises	Knowledge triangle: education-innovation-research	Training courses for public services (ministries, regional/local authorities)	Development of lifelong learning in society at large	Qualifications frameworks
Kazakhstan	x	Engineering, sciences and technologies, social sciences and business, health and social protection	x	x									
Kyrgyzstan	x	Education and Teaching; health and social protection; Economics and Business Administration; Information technology, computer science and software engineering	x	x	x					x	x		x
Tajikistan	x	Health and social science, Engineering and technologies, Information technologies		x			x			x		x	
Turkmenistan	x	Social sciences and business; health care and social security; technological sciences and technologies		x			x						
Uzbekistan	x	Engineering and Technologies, Health Sciences							x				

Annex 8

NATIONAL PRIORITIES FOR STRUCTURAL MEASURES

National priorities / Western Balkans	GOVERNANCE REFORM					HIGHER EDUCATION AND SOCIETY					
	University management and student services	Introduction of quality assurance	Institutional and financial autonomy and accountability	Equal and transparent access to higher education	Development of international relations	Training of non-university teachers	Development of partnerships with enterprises	Knowledge triangle: education-innovation-research	Training courses for public services (ministries, regional/local authorities)	Development of lifelong learning in society at large	Qualifications frameworks
Albania	x		x		x	x	x			x	x
Bosnia and Herzegovina		x		x	x	x	x		x	x	
Former Yugoslav Republic of Macedonia	x	x	x	x	x			x	x	x	x
Kosovo (under UNSC Resolution 1244)			x	x	x		x	x	x	x	
Montenegro	x	x	x	x		x	x	x	x	x	
Serbia	x	x	x	x	x	x	x	x		x	x

National Priorities / Eastern Neighbouring Area	GOVERNANCE REFORM					HIGHER EDUCATION AND SOCIETY					
	University management and student services	Introduction of quality assurance	Institutional and financial autonomy and accountability	Equal and transparent access to higher education	Development of international relations	Training of non-university teachers	Development of partnerships with enterprises	Knowledge triangle: education-innovation-research	Training courses for public services (ministries, regional/local authorities)	Development of lifelong learning in society at large	Qualifications frameworks
Armenia	X	X		X			X	X	X	X	X
Azerbaijan		X			X	X	X	X		X	X
Belarus	X	X			X	X	X	X		X	
Georgia		X	X								X
Moldova	X	X	X			X	X				X
Russian Federation										X	X
Ukraine		X		X				X	X		X

National priorities / Southern Neigbouring Area		GOVERNANCE REFORM					HIGHER EDUCATION AND SOCIETY					
		University management and student services	Introduction of quality assurance	Institutional and financial autonomy and accountability	Equal and transparent access to higher education	Development of international relations	Training of non-university teachers	Development of partnerships with enterprises	Knowledge triangle: education-innovation-research	Training courses for public services (ministries, regional/local authorities)	Development of lifelong learning in society at large	Qualifications frameworks
NORTH AFRICA	Algeria	x	x			x		x	x	x		
	Egypt		x			x	x	x	x		x	x
	Morocco		x	x	x		x			x	x	x
	Tunisia	x	x	x	x	x		x	x			
MIDDLE EAST	Israel		x	x		x			x			
	Jordan		x			x						
	Lebanon	x	x					x	x			x
	The Palestinian Authority		x			x	x	x		x		x
	Syria				x			x	x	x	x	x

National Priorities / Central Asia	GOVERNANCE REFORM					HIGHER EDUCATION AND SOCIETY					
	University management and student services	Introduction of quality assurance	Institutional and financial autonomy and accountability	Equal and transparent access to higher education	Development of international relations	Training of non-university teachers	Development of partnerships with enterprises	Knowledge triangle: education-innovation-research	Training courses for public services (ministries, regional/local authorities)	Development of lifelong learning in society at large	Qualifications frameworks
Kazakhstan	x	x									
Kyrgyzstan	x	x	x					x	x		x
Tajikistan		x			x			x		x	
Turkmenistan		x			x						
Uzbekistan		x						x			

REGIONAL PRIORITIES FOR JOINT PROJECTS

RegionalPriorities / Region	CURRICULAR REFORM		GOVERNANCE REFORM					HIGHER EDUCATION AND SOCIETY					
	Modernisation of curricula with 3 cycle structure, ECTS and degree recognition	Disciplines	University management and student services	Introduction of quality assurance	Institutional and financial autonomy and accountability	Equal and transparent access to higher education	Development of international relations	Training of non-university teachers	Development of partnerships with enterprises	Knowledge triangle: education-innovation-research	Training courses for public services (ministries, regional/local authorities)	Development of lifelong learning in society at large	Qualifications frameworks
Western Balkans (IPA)	x	Education/pedagogy (including primary and secondary teacher training), vocational education and training, rural development, law and good governance (including human rights)	x	x	x	x			x	x	x	x	
Eastern Neighbouring Area (ENPI East)	x	Law and good governance (including human rights), health, education, energy, environment (including climate change), transport, information society, business and entrepreneurship, tourism	x		x	x	x		x			x	
Southern Neighbouring Area (ENPI South)	x	Law and good governance (including human rights), health, education, energy, environment (including climate change), transport, information society, business and entrepreneurship, tourism	x		x	x	x		x			x	
Central Asia (DCI)	x	Education/pedagogy, Law, Good governance, Water, Energy, Environment	x	x	x		x		x	x			x

REGIONAL PRIORITIES FOR STRUCTURAL MEASURES

RegionalPriorities / Region	GOVERNANCE REFORM					HIGHER EDUCATION AND SOCIETY					
	University management and student services	Introduction of quality assurance	Institutional and financial autonomy and accountability	Equal and transparent access to higher education	Development of international relations	Training of non-university teachers	Development of partnerships with enterprises	Knowledge triangle: education-innovation-research	Training courses for public services (ministries, regional/local authorities)	Development of lifelong learning in society at large	Qualifications frameworks
Western Balkans (IPA)	x	x	x	x			x	x	x	x	
Eastern Neighbouring Area (ENPI East)	x		x	x	x	x	x			x	
Southern Neighbouring Area (ENPI South)	x		x	x	x	x	x			x	
Central Asia (DCI)		x			x		x	x	x		x